

**Unity Braxton Middle School Advisory Council (SAC)**  
**MINUTES**  
**October 4, 2023, via ZOOM & In-Person**

<https://pwcs-zm.edu.zoom.us/my/mrsduffy?pwd=RmFtMldjZ2ZpN1hyQnRtMFYzZVd5Zz09>

**WELCOME & INTRODUCTIONS**

**In attendance:**

**Dr. Boynton, Principal**  
**Ms. Place, Assistant Principal**  
**Ms. Cowsert, Assistant Principal**  
**Ms. Fox, IB Coordinator**  
**Mr. El-Ayazra, Parent**  
**Dr. Woolfrey, Title I Teacher**  
**Ms. Duffy, ITC**  
**Ms. Mitchell, Librarian**  
**Ms. Rodriguez, Music Teacher**  
**Ms. Dang, Language Arts Teacher**

**CALL TO ORDER**

**Meeting called to order at 5:30 PM**

**APPROVAL OF MEETING AGENDA**

**Motion to approve – Mr. El-Ayazra, Second – Ms. Cowsert**

**REVIEW AND APPROVAL Previous SAC MEETING MINUTES**

**Not available**

**ACTION ITEMS**

- **Review of the purpose of the UBMS SAC**  
**Representatives of students, staff, parents and community (1 member from each department and each grade level)**  
**Provide recommendations to the principal**  
**Participate in planning and execution of school CIP**  
**Form committees as needed to support school CIP**
- **Responsibility of the UBMS SAC**  
**To develop, align, plan and budget for professional development, and monitor and evaluate that plan**  
**Continuously open to all stakeholders**  
**Monthly meetings/minutes will be placed on school website**  
**Committee members will vote and decisions made by consensus; major decisions made by majority vote**
- **Principal to select the Chairperson.**  
**Chairperson - Ms. Place**
- **The council should vote on the Secretary and Parliamentarian**  
**Secretary – Dr. Woolfrey**  
**Parliamentarian – Mr. El-Ayazra**

## DISCUSSION ITEMS

- UBMS staffing and budget updates (Dr. Boynton)  
**No September 30 count at this point**  
**Returning \$630,000 to county (80 students short on projected enrollment, 24 students short on projected SLD enrollment, however ESOL numbers are higher than projected)**  
**Leaves UBMS with approximately \$600-700,000 in flexible spending for the school year**  
**1 SLD position was overstaffed**  
**1 teacher was released**  
**Currently fully staffed except one 1:1 TA vacancy, 2 SPED TA vacancies**  
**1 temporary teacher who is licensed in another country**
- Other UBMS updates  
**We will be going live with EVOLV system tomorrow (October 5) – practice was successful and all students were in the building by 8:18AM**
- Superintendent’s Advisory Council on Instruction (SACI) meetings
  - UBMS needs a parent representative.  
**Parent representative will be Mr. El-Ayazra who will give us an update at the next meeting**

## OTHER ANNOUNCEMENTS/QUESTIONS/UPDATES

- Beginning of the Year information regarding our Title I program at Unity Braxton (Dr. Woolfrey)  
**Reviewed and discussed the PWCS Title I Parent and Family Engagement School Policy**  
**Policy is available to all stakeholders in English and Spanish**  
**Recommended edit – rename Parent Advisory Council as School Advisory Council**  
**Final document will be edited and posted on school website**
- Other discussion items and questions  
**Ms. Mitchell – asked for clarification of terminology and requested an overview of what it means to be a Title I school. Discussed possibility of a whole-staff overview during an upcoming faculty meeting. Ms. Duffy will create a glossary of acronyms to share with parents and Ms. Cowsert will add it to the staff handbook.**  
**Ms. Place – discussed stress observed in some students with the EVOLV system based on cultural history and/or trauma. Suggested a “town hall” for students to ask questions to reduce their anxiety from personal experiences**  
**Idea – anonymous padlet for students to post questions**  
**Ms. Mitchell – add a voice thread to the padlet for those who are not comfortable writing**  
**Plan for reactions when students have to be searched/questions about something that’s observed when coming through the EVOLV system**  
**Suggestion – light-hearted videos of teachers/staff going through EVOLV**  
**Mr. El-Ayazra – shared appreciation for the work of teachers and staff that has helped his own child(ren) to be confident and successful**
- Other upcoming dates  
**none**

## PROPOSED UPCOMING SAC MEETING DATE

- Wednesday, November 1, 2023 @ 5:30 p.m. (Virtual Mtg ONLY)
- Wednesday, December 6, 2023 @ 5:30 p.m.
- Wednesday, January 10, 2024 @ 5:30 p.m.
- Wednesday, February 7, 2024 @ 5:30 p.m.

- Wednesday, March 6, 2024 @ 5:30 p.m.
- Wednesday, April 17, 2024 @ 5:30 p.m.
- Wednesday, May 15, 2024 @ 5:30 p.m.
- Wednesday, June 12, 2024 @ 5:30 p.m.

**Dr. Boynton noted that any/all meeting can be virtual if needed and that we will not cancel a meeting for Code Orange**

## **ADJOURNMENT**

**Motion – Mr. El-Ayazra, Second – Ms. Fox**

**Meeting adjourned**

**High Expectations are the Foundation for our Success!**